RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 1	AA Appropriation *	To record appropriation	Fiscal Affairs	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Budget preparation	amounts in accounts	Division	of the FY (June 30)			end of the FY
	system files or original input form			,			(June 30)
	with supporting documentation with						
	FAD approval	Subject to Audit: Yes					
tem No. 2	AC Allocation	To transfer appropriation	Fiscal Affairs	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original Input Form, with	amounts to operating	Division	of the FY (June 30)			end of the FY
	supporting documentation, with FAD	accounts					(June 30)
	signatory approval. Any required	Cultipat to Audit Van					_
tem No. 3	documentation AC Allocation - types 02, 03 and 04	Subject to Audit: Yes	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the
em No. 3	Record Copy. Original input form, with	To transfer appropriation amounts to operating	Comptroller	of the FY (June 30)	2 rears	Destruction	end of the FY
	supporting documentation. Any required	accounts	Comptroller	or the FT (Julie 30)			(June 30)
	documentation	accounts					(Julie 30)
	documentation	Subject to Audit: Yes					
em No. 4	AL Allotment *	To make appropriated	Fiscal Affairs Division	1 Year after the end	2 Years	Destruction	3 Years after the
0111110. 1	Record Copy. Budget preparation		ricear, mane Biviolon		2 10010	Dooti dollori	end of the FY
	system files or original input form	money available for expenditures		of the FY (June 30)			(June 30)
	with supporting documentation with	experiditures					(June 30)
	FAD approval	Subject to Audit: Yes					+
tem No. 5	AR Return of Advance	To return balance of cash	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the
.0	Record Copy. Original Input form, with	advances	Ctate Headard	of the FY (June 30)	2 10010	D dott dottor	end of the FY
	supporting documentation, with			or uno r r (ourse oo)			(June 30)
	Department signatory approval						(33113 33)
		Subject to Audit: Yes					
em No. 6	BA Bond Authorization	Authorize or amend bonds	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form with		Comptroller	of the FY (June 30)			end of the FY
	CTR Capital Accounting Bureau						(June 30)
	Director's signatory approval						
		Subject to Audit: Yes					
tem No. 7	BF Balance Forward *	To carry forward	View Direct	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy.	appropriation balances on	General Ledger	of the FY (June 30)			end of the FY
		continuing accounts		·			(June 30)
		Subject to Audit: Yes					
tem No. 8	CA Cost Allocation	To allocate Federal grant	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy	payroll expenses	Comptroller	of the FY (June 30)			end of the FY
	MMARS System File		,	,			(June 30)
	ELIMINATE						·
		Subject to Audit: Yes					

RCB	Disposal Schedule	Series List	Duplicates Location	Office	SRC	Final Disposal	Total
	Series Title & Description	Purpose of Series	of Record copy	Retention	Retention	& Conditions	Retention
	List materials included in case	Use, Creators & Legal	& Media				
	file. Indicate arrangement.	Reference					
Item No. 9	CB Contract Backout	To record contract	State Treasurer	1 Year after the end	6 years	Destruction	7 years
	Record copy. Original input form, with	payment refund		of the FY (June 30)	after final		after final
	supporting documentation, with				contract		contract
	Department signatory approval				payment		payment
		Subject to Audit: Yes					
Item No. 10	CC Construction Contract	To record capital	State Treasurer	1 Year after the end	6 years	Destruction	7years
	Record copy. Original input form,	construction contract		of the FY (June 30)	after final		after final
	with supporting documentation,	obligations (applies to bond-			contract		contract
	with Department signatory	funded appropriations only)			payment		payment
	approval.	Subject to Audit: Yes					
Item No. 11	CD Cash Deposit *	To record cash with	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	Treasurers Office's		of the FY (June 30)			end of the FY
	with supporting documentation,			,			(June 30)
	with Department signatory approval						
		Subject to Audit: Yes					
Item No. 12	CM Construction Modification	To modify a Construction	Office of the	1 Year after the end	6 years	Destruction	7 years
	Record copy. Original input form	Contract	Comptroller	of the FY (June 30)	after final		after final
	with supporting documentation				contract		contract
					payment		payment
		Subject to Audit: Yes					
Item No. 13	CR Cash Receipt	To deposit collected	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	revenues.		of the FY (June 30)			end of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. ELIMINATE	Subject to Audit: Yes					
Item No. 14	CT Cash Transfer *	Transfer cash to	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	appropriate revenue		of the FY (June 30)			end of the FY
	with supporting documentation,	budget					(June 30)
	with Department signatory						
		Subject to Audit: Yes					
Item No. 15	CU Customer Update *	To add a new customer	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	to the customer file	General Ledger				on line
	Cyclem Constance	to the ductome. The	Control Louge				G
		Subject to Audit: Yes					
Item No.16	CX Check Cancellation	To void previously	Office of the	1 Year after the end	2 Years	Destruction	3 Years
10/11 140.10	Record copy. Original input form, with	issued check	Comptroller	of the FY (June 30)	2 10013	Dostruction	o rodro
	supporting documentation, with	ISSUED OFFICER	Comptiono	or the Fill (durie 50)			
	Department signatory approval						
	ELIMINATE	Subject to Audit: Yes					
<u> </u>	LEIMINAAI L	Touniers to Addit. 169	_1		l .		

RCB	Disposal Schedule	Series List	Duplicates Location	Office	SRC	Final Disposal	Total
ROB	Series Title & Description	Purpose of Series	of Record copy	Retention	Retention	& Conditions	Retention
	List materials included in case	Use, Creators & Legal	& Media	rotorilon	rtotorition	a conditions	T totorition
	file. Indicate arrangement.	Reference					
Item No. 17	DR EDP Requisition	Pre-approval of intent to	Operational	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original input	obtain EDP Equipment	Services Division	of the FY (June 30)			end of the FY
	form AF-29 with supporting						(June 30)
	documentation and Secretariat.						
	Dept. Head and OSD signatures.						
	ELIMINATE	Subject to Audit: Yes					
Item No. 18	DS EDP Service Request	Pre-approval of intent to	Operational	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original input	obtain EDP contracted	Services Division	of the FY (June 30)			end of the FY
	form AF-29 with supporting	services.				(June 30)	
	documentation and Secretariat.						
	Dept. Head and OSD signatures.						
	ELIMINATE	Subject to Audit: Yes					
Item No. 19	EA Expenditure of Advance	To record expenditures	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	against cash advances.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 20	EB Expense Budget	To monitor/control account	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	activity against spending		of the FY (June 30)			of the FY
	with supporting documentation,	plan.					(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 21	ER Expenditure Refund	To refund payment.	State Treasurer	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record Copy with supporting			of the FY (June 30)			of the FY
	documentation with department						(June 30)
	signatory approval						
		Subject to Audit: Yes					<u> </u>
Item No. 22	EX Expenditure Correction	To request correction to	Office of the	1 Year after the end	6 years	Destruction	7 Years after the end
	Record copy. Original input form,	appropriation account.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes			- 1		
Item No. 23	FA Fixed Assets Acquisition	To record the acquisition of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	a fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval	Outside Andrews					
Itaaa Na C4	ED Eined Assets Detterment	Subject to Audit: Yes	Department	4 Van efter the act	0.)/	Destruction	2 Vegas often the arrive
Item No. 24	FB Fixed Assets Betterment	To record the betterment	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	of a fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval	Cubicat to Audit Vac					1
<u> </u>		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description	Series List Purpose of Series	Duplicates Location of Record copy	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
	List materials included in case file. Indicate arrangement.	Use, Creators & Legal Reference	& Media				
Item No. 25	FC Fixed Assets Change	To record a change for a	Office of the	1 Year after the end	2 Years	Destruction	3 Years sfter the end
	Record copy. Original input form	fixed asset	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval						
		Subject to Audit: Yes					
Item No. 26	FD Fixed Assets Disposal	To record the disposal of a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval						
		Subject to Audit: Yes					
Item No. 27	FS Fixed Assets Internal Sale	To record the transfer of a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval						
	ELIMINATE	Subject to Audit: Yes					
Item No. 28	FT Fixed Assets Transfer	To record the transfer of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy Original input form	fixed asset		of the FY (June 30)			of the FY
	supporting documentation, with						(June 30)
	departments signatory approval						
		Subject to Audit: Yes					
Item No. 29	HA House Budget Bill *	To record preliminary	General Ledger	N/A	N/A	System Purge	7 Years
	System Generated.	budget data.	View Direct				on line
		Subject to Audit: Yes					
Item No. 30	IE Intragovernmental Encumbrance	To reserve funds for	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	Intragovernmental	2 spartine ne	of the FY (June 30)		2 001. 0.01.01.	of the FY
	with supporting documentation	Business		(50.000)			(June 30)
	and depts.signatory approval						,
		Subject to Audit: Yes					
Item No. 31	IF Insufficient Funds Payroll Correction *	Generated when an	View Direct	N/A	N/A	System Purge	7 years
	System generated	account has insufficient	General Ledger				on line
		funds to meet payroll for	<u> </u>				
		a given pay period.					
		Subject to Audit: Yes					
Item No.32	IN Accounts Receivable Invoice	To establish accounts	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	receivable		of the FY (June 30)			of the FY
	with supporting documentation, with						(June 30)
	Department signatory approval						
	ELIMINATE	Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description	Series List Purpose of Series	Duplicates Location of Record copy	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
	List materials included in case	Use, Creators & Legal	& Media	Retention	Retention	& Conditions	Retention
	file. Indicate arrangement.	Reference	-			-	
Item No. 33	IV Intragovernmental Payment Voucher	To make payments for	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	goods and/or services rec'd		of the FY (June 30)			of the FY
	with supporting documentation.	from an approved charge					(June 30)
		back dept.					
		Subject to Audit: Yes					
Item No. 34	JV Journal Voucher	To record accounting	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	transactions.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 35	LE Lapse Encumbrance *	To lapse all pre-enc./enc.	View Direct	N/A	N/A	System Purge	7 years.
	System generated	doc's	General Ledger				on-line
		from prior fiscal year to					
		release unexpended funds.					
		Subject to Audit: Yes					
Item No. 36	LO Lease Order	To obligate funds for	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original Form	leased goods and space.	Comptroller	of the FY (June 30)			of the FY
	with executed lease and supporting	,	·	,			(June 30)
	documentation with department						
	signatory approval	Subject to Audit: Yes					
Item No. 37	LO Lease Order	To obligate funds for	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy for delegated authority	leased goods and space.		of the FY (June 30)			of the FY
				(1000)			(June 30)
		Subject to Audit: Yes					
Item No. 38	MC Manual Check Transaction	To record the issuance of	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
ILEITI NO. 30	Record copy. Original input form,	manual checks.	Comptroller		2 Teals	Destruction	of the FY
	with supporting documentation,	manuai checks.	Comptroller	of the FY (June 30)			(June 30)
	with Department signatory						(June 30)
	approval. ELIMINATE	Cubiast to Audit Vas					
Item No.39	MGA (Massachusetts Master Grant	Subject to Audit: Yes To provide a standard set	Office of the	1 Year after the end	6 Years	Destmistion	7 Years after the end
item No.39					6 Years	Destruction	
	Agreement for Local Governmental Entities)	of contractual guidelines for financial trans. Between	Comptroller	of the FY (June 30)			of the FY
	Record Copy						(June 30)
		departments and local					-
	With supporting documentation, with	governmental entities	1				-
	Department signatory approval	Cubinat to Audit Van					-
Itaan Na 40	ELIMINATE	Subject to Audit: Yes	Office of the	4 Veen eften the end	C \/	Destruction	7 Veers often the cont
Item No.40	MSA (Master Service Agreement)	To establish departmental	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record Copy	MSA on MSER and MSVR	Comptroller	of the FY (June 30)			of the FY
	MSA Table Update Form, with supporting	Table in MMARS					(June 30)
	documentation, with department signatory	0.1: 4. 15. 16					
	approval.	Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 41	NF Non sufficient funds transaction Record copy. Original input form, with	To re-open a receivable and create a charge for a	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY
	depts. signatory authority and supporting documentation	NSF(Non-sufficient Funds) check Subject to Audit: Yes					(June 30)
Item No. 42	OP Outside Payment Record Copy	To record payments in PARS made on a project by a non-commonwealth dept.	Departments	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years after the end of the FY (June 30)
Item No. 43	OR Order Receipt *	Subject to Audit: Yes Confirmation of receipt	View Direct	N/A	N/A	System Purge	7 Years
	System generated Packing slip is record copy of the transacation	of goods. Subject to Audit: Yes	General Ledger				on line
Item No. 44	OT Operating Transfer Record copy. Original input form with supporting documentation and depts. signatory approval	To record accounting transactions involving the operating transfer from a subsidiary Subject to Audit: Yes	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years after the end of the FY (June 30)
Item No. 45	P2 Project Change * System Generated	Documents change to a project. Refer to individual departments' schedules. Subject to Audit: Yes	View Direct General Ledger	N/A	N/A	System Purge	7 Years on line
Item No. 46	PC Project Charge Record Copy	Documents charges to a project. Refer to individual departments' schedules.	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 47	PD Department Purchase Order Record copy. Original output form with supporting documentation. For non delegated requiring approval	Subject to Audit: Yes To record the order of commodities not on a price agreement Subject to Audit: Yes	Operational Services Division	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 48	PD Department Purchase Order Record copy for delegated authority	To record the order of commodities not on a price agreement	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 49	PE Purchase of Data Processing	For the purchase of	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Equipment. Record Copy	EDP equipment.	Services Division	of the FY (June 30)			of the FY
	Original output form (copy3) with						(June 30)
	supporting documentation						
	ELIMINATE	Subject to Audit: Yes					
Item No. 50	PG Price Agreement	To order goods from	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Purchase Order	master price agreement.		of the FY (June 30)			of the FY
	Record copy. Original output form						(June 30)
	with supporting documentation.						
		Subject to Audit: Yes			2 Veers Destruction		
Item No. 51	PH Payroll Hold	To reserve appropriation	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
ļ	Record copy. Original output form	for accounts payable		of the FY (June 30)			of the FY
	with supporting documentation.	Payroll					(June 30)
		Subject to Audit: Yes					
Item No. 52	PN Centralized Purchase Order	To order goods as a result	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record Copy	of competitive bid.	Services Division	of the FY (June 30)			of the FY
	Original output form copy #4 with						(June 30)
	supportive bid and purchasing						
	agent signature as required ELIMINATE	Subject to Audit: Yes					
Item No. 53	PO Misc. Encumbrance	To reserve funds for	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record Copy	miscellaneous		of the FY (June 30)			of the FY
	Original input form with	encumbrances					(June 30)
	Department signatory approval						
		Subject to Audit: Yes					
Item No. 54	PR Payroll reject *	Occurs when Dept. has	View Direct	N/A	N/A	System Purge	7 Years
	System generated transaction.	erroneous or missing data	General Ledger				on line
	(CAPS/HRMIS payroll systems)	on a payroll charge.					
		Subject to Audit: Yes					
Item No.55	PS Project Set Aside	Transaction used to set	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record Copy	aside a portion of an		of the FY (June 30)			of the FY
		appropriation for a specific					(June 30)
		project.					
		Subject to Audit: Yes					
Item No. 56	PV Payment Voucher *	To make payments for	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	goods and services		of the FY (June 30)			of the FY
	with supporting documentation,	received.					(June 30)
	with Department signatory approval						T .
		Subject to Audit: Yes					

RCB	Disposal Schedule	Series List	Duplicates Location	Office	SRC	Final Disposal	Total
	Series Title & Description	Purpose of Series	of Record copy	Retention	Retention	& Conditions	Retention
	List materials included in case	Use, Creators & Legal	& Media				
Item No. 57	file. Indicate arrangement.	Reference	Danastasanta	1 Year after the end	40 Vaara	Destruction	20 Years after the end
item ivo. 57	PV Payment Voucher	To make payments for Settlements & Judgements	Departments	of the FY (June 30)	19 Years	Destruction	of the FY
	Original input form, with supporting documentation, with Department	Settlements & Judgements		or the FY (June 30)			(June 30)
	signatory approval						(June 30)
	Signatory approval	Subject to Audit: Yes					
Item No. 58	PX Direct Purchase Order	To purchase items not on	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
110111110. 00	Record copy. Original output	price agreement, without	Services Division	of the FY (June 30)	2 Todis	Destruction	of the FY
	form, (copy 2) with supporting	going through competitive	OCIVICES DIVISION	Griffer i (durie 30)			(June 30)
	documentation.	bid process.					(burie 66)
	ELIMINATE	Subject to Audit: Yes					
Item No. 59			View Direct	N/A	N/A	Custom Duras	7 Years
item No. 59	PY Payroll *	To record payroll account		IN/A	IN/A	System Purge	
	System Generated	activity.	General Ledger				on line
		Subject to Audit: Yes					
Item No. 60	RA Request for Advance	To obtain cash advance.	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
110111110.00	Record copy. Original input form,	10 obtain cash advance.	Comptroller	of the FY (June 30)	2 10010	Dostraction	of the FY
	with supporting documentation,		Comparonor	Grane Con			(June 30)
	with Department signatory						(Como co)
	approval.	Subject to Audit: Yes					
Item No. 61	RB Revenue Budget Transaction	To monitor/control the	Fiscal Affairs	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Budget preparation	collection and expenditure	Division	of the FY (June 30)			of the FY
	system files or original input form	of revenue.		,			(June 30)
	with supporting documentation						
	with OSC approval.	Subject to Audit: Yes					
Item No. 62	RC Roll CC Contract *	Open new FY line and	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	move money into line.	General Ledger				on line
		Subject to Audit: Yes					
Item No. 63	RD Receivable Decrease	To record a decrease in a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
1.0.11 140. 00	Record copy. Original input form with	receivable transaction	Боранноно	of the FY (June 30)	2 10010	Dostraction	of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						(22200)
	3	Subject to Audit: Yes					
Item No. 64	RE Revenue Event	To record a revenue event	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form with			of the FY (June 30)			of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						
		Subject to Audit: Yes					

RCB	Disposal Schedule	Series List	Duplicates Location	Office	SRC	Final Disposal	Total
	Series Title & Description	Purpose of Series	of Record copy	Retention	Retention	& Conditions	Retention
	List materials included in case	Use, Creators & Legal	& Media				
	file. Indicate arrangement.	Reference					
Item No. 65	RF Revenue Refund	To refund collected	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy Original	revenues.		of the FY (June 30)			of the FY
	input form, supporting documentation						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 66	RI Receivable Increase	To record an increase in a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form, with	receivable transaction		of the FY (June 30)			of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						
		Subject to Audit: Yes					
Item No. 67	RP Ready Payment *	To record expenditures	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
l	Record copy.	under ready payment		of the FY (June 30)			of the FY
		program.					(June 30)
		Subject to Audit: Yes					
Item No. 68	RQ Requisition	To request the purchase of	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	goods and supplies.	Services Division	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. ELIMINATE	Subject to Audit: Yes					
Item No. 69	RS Roll Set Aside *	System generated	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	System Generated	transaction that rolls		of the FY (June 30)			of the FY
		project set aside amount					(June 30)
		from one fiscal year to					
		another					
		Subject to Audit: Yes					
Item No. 70	RT Trust Cash Receipt	To record deposits of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form, with	collected trust revenues at		of the FY (June 30)			of the FY
	depts. signatory authority and	the local level (Higher Ed.					(June 30)
	supporting documentation	Trust Funds)					
		Subject to Audit: Yes					
Item No. 71	RX Requisition	To request the purchase of	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	goods and supplies.	Services Division	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. ELIMINATE	Subject to Audit: Yes					<u> </u>
Item No. 72	SC Service Contract	Record of contract	Office of the	1 Year after the end	6Years	Destruction	7 Years
	Record copy. Original Input Form,	obligations.	Comptroller	of the FY (June 30)	after		after final
	with supporting documentation.				final		contract payment
					contract		
		Subject to Audit: Yes			payment		

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 73	SC Service Contract	Record of contract	Departments	1 Year after the end	6Years	Destruction	7 years
	Record Copy for delegated authority	obligations.		of the FY (June 30)	after		after final
					final		contract payment
					contract		
		Subject to Audit: Yes			payment		
Item No. 74	SM Service Modification.	To modify a service	Department	1 Year after the end	6Years	Destruction	7 years
	Record copy for delegated authority	contract		of the FY (June 30)	after		after final
			final		contract payment		
,.					contract		
		Subject to Audit: Yes			payment		
Item No. 75	SM Service Modification. Record copy	To modify a service	Office of the	1 Year after the end	6Years	Destruction	7 years
	Original output form 671A with	contract	Comptroller	of the FY (June 30)	after		after final
	executed contract amendment,				final		contract payment
	vendor signatures, dept. Head and				contract		
	Secretariat and CTR date stamp	Subject to Audit: Yes			payment		
Item No. 76	SP Special Purchase	To record commodity	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original Input Form,	purchases by departments	·	of the FY (June 30)			of the FY
	with supporting documentation.	not subject to OSD					(June 30)
		purchasing regulations					
		Subject to Audit: Yes					
Item No. 77	SR Service Request	Pre-approval of intent to	Department	1 Year after the end	6 Years	Destruction	3 Years after the end
	Record copy for delegated authority	obtain contracted service.	·	of the FY (June 30)			of the FY
							(June 30)
		Subject to Audit: Yes					
Item No. 78	SR Service Request	Pre-approval of intent to	Office of the	1 Year after the end	6 Years	Destruction	3 Years after the end
	Record copy. Original output form	obtain contracted service.	Comptroller	of the FY (June 30)			of the FY
	670A Secretariat, Dept. Head						(June 30)
	signatures and Comptroller date						
	stamp	Subject to Audit: Yes					
Item No. 79	TA Transfer of Appropriation	To transfer appropriation	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	between accounts	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	with secretariat/Dept and CTR						
	signatory approval	Subject to Audit: Yes	_				
Item No. 80	TR Treasurer's Transaction	To record treasury receipt	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy	activity		of the FY (June 30)			of the FY
							(June 30)
							·
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 81	TS Intersubsidiary Transfer	To transfer appropriated	Fiscal Affairs Division	1 Year after the end	2 Years	Destruction	3 Years after the end
item No. 61	Record copy. Original input form	amounts between	I ISCAI AITAITS DIVISION	of the FY (June 30)	2 16013	Destruction	of the FY
	with supporting documentation	subsidiaries		or the rail (burie 50)			(June 30)
	and FAD signatory approval	Substatuties					(Garie 66)
	and 1 AD signatory approval	Subject to Audit: Yes					
Item No. 82	TV Trust Payment Voucher	Make payments for goods	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
10111110.02	Record copy. Original input form, with	and services made using	Dopartinonto	of the FY (June 30)	o rouro	D con donor	of the FY
	support document &	trust funds at the local level		Grane Con			(June 30)
	signatory approval	(Higher Ed. Trust Funds)					(00.1000)
	orginatory approva.	Subject to Audit: Yes					
Item No. 83	VI Vendor Invoice *	To record the receipt of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	Vendor's invoice		of the FY (June 30)			of the FY
	with supporting documentation	V Grider & HTV6166		Grane Con			(June 30)
	and signatory approval or system						(00.1000)
	generated file.	Subject to Audit: Yes					
Item No. 84	VU Vendor Update	To establish or modify	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form	vendor file record	Comptroller	of the FY (June 30)	0 . 000	2 0011 0011011	of the FY
	with supporting documentation		, , , , , , , , , , , , , , , , , , , ,				(June 30)
	(W9, TC, TC-H-SS)						,
		Subject to Audit: Yes					
Item No. 85	WC Warrant Check	To record the issuance of	Office of the	1 Year after the end	2 Years	Destruction	7 Years after the end
	Record copy.	a warrant check	Comptroller	of the FY (June 30)			of the FY
							(June 30)
		Subject to Audit: Yes					
Item No. 86	WO Write Off	To record a write-off of	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form	a receivable transaction	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation			, ,			(June 30)
		Subject to Audit: Yes					
Item No. 87	ZZ Prior Year Balances Forward Reversed	Balance forwarded	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	adjustments	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
		Subject to Audit: Yes					
Item No. 88	General Ledger	On line record of all	MMARS	N/A	N/A	N/A	75 Years
	54	MMARS transactions					
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
	MMARS AUDIT TRAIL	REPORTS					
	OPERATIONAL						
Item No. 89	Non Appropriate Fund Trial Balance Statutory Report RPT No. 110H	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 90	Combined Non-Appropriated Funds Statutory Report CATG RPT No. 110P	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 91	Components of Actual Amount by Department RPT No. 226G	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 92	Appropriation and Sub. Transactions with Balances RPT No. 341A	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 93	Account Receivable Detail Transactions Activity RPT No. 430A	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 94	Past Due Receivables Detail Transactions Activity RPT No. 431A	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
Item No. 95	Revenue Earned, Received and Retained RPT No. 465A	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 96	Cash Received and Alloted by Commonwealth Extract RPT No. 469A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 97	Department Expenditures by Appropriation RPT No. 562A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 98	Weekly Payroll by Pay-Org RPT No. 641A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 99	Advances Received, Refunded and Expended RPT No. 690A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
	BUDGETARY						
Itama Na. 400	Company and a of Dunlanded	Audit Trail	View Direct	NI/A	N/A	Curata na Dunasa	7 Years on line
Item No. 100	Components of Budgeted Amount by Fund RPT No. 225A	Audit i raii	View Direct	N/A	IN/A	System Purge	from date of issuance
		Subject to Audit: Yes					
Item No. 101	Components of Budgeted Amount by Fund & Secretarist RPT No. 225B	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 102	Components of Actual Amount by Fund RPT No. 226A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case	Series List Purpose of Series Use, Creators & Legal	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
	file. Indicate arrangement.	Reference				_	
Item No. 103	Components of Actual Amount	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	by Fund & Secretarist						from date of issuance
	RPT No. 226B						
		Subject to Audit: Yes					
Item No. 104	Status of Appropriations	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Non-State Funds	7 todic 1 fair	View Birect	147.1	1 4/7 (Cyclom r digo	from date of issuance
	RPT No. 230C						Trom date of localities
		Subject to Audit: Yes					
tem No. 105	Status of Appropriations	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	State Funds	, wait fraii	VIOLEDII COL	1973	13// 1	Cycloni i digo	from date of issuance
	RPT No. 230D						Trom date of loodance
		Subject to Audit: Yes					
Item No. 106	Comparison & Reconciliation	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	of Revenue by REVB	Trout Trout	V.0 2001	, .	,,	Cyclom: u.go	from date of issuance
	RPT No. 286B						Tront date of legicality
		Subject to Audit: Yes					
tem No. 107	Comparison & Reconciliation	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	of Revenue				1,7,1	- Johann Grange	from date of issuance
	RPT No. 286J						
		Subject to Audit: Yes					
	FINANCIAL						
tem No. 108	GAAP Detail YTD - Trial Balance	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
100	RPT No. 106G	, todic i idii	5 6		1 4/7 1	C, Storin r digo	from date of issuance
		Subject to Audit: Yes					

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 109	GAAP Trial Balance Detail	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	RPT No. 108G						from date of issuance
		Subject to Audit: Yes					
Item No. 110	Super Trial Balance Detail by	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Transaction Code			2 50 2			from date of issuance
	RPT No. 106A						
		Cubicat to Audit Vac					
Itam No. 111	Trial Balance Detail by	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
Item No. 111	Transaction Code	Audit I fall	View Direct	IN/A	IN/A	System Purge	from date of issuance
	RPT No. 108A						Trom date or issuance
	14 1 143. 100/1						
		Subject to Audit: Yes					
Item No. 112	Expenditures by Executive Office	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	and Subsidiary						from date of issuance
	RPT No. 171A						
		Subject to Audit: Yes					
Item No. 113	JV Detail by Fund and Account	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
item No. 115	RPT No. 222B	Audit ITali	VIEW DITECT	IN/A	IN/A	System ruige	from date of issuance
	111 110. 2225						Trom date or issuance
		Subject to Audit: Yes					
Item No. 114	Accounts Receivable and Revenue	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Report by Departments						from date of issuance
	RPT No. 286F						
		Cubiast to Audit Vas					
Item No. 115	Accounts Receivable and Revenue	Subject to Audit: Yes Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
item No. 115	Report by Departments and Orgn.	Audit ITali	view Direct	IN/A	IN/A	System Furge	from date of issuance
	RPT No. 286G						Trom date or issuance
	111 1110. 2000						
		Subject to Audit: Yes					
	FOOTNOTEO						
	FOOTNOTES:						
* 4	System generated transactions are retained in	MMARS general ladger for 75 va	are and an line in View Dire	ot for 7 years from data of	iccuance		
1_1	System generated transactions are retained in	i wiwiARS general ledger for 75 ye	ars and on-line in view Dire	ction i years from date of	issualice		
2	Any MMARS Transaction could be interfaced	. For interfaced transactions, depart	artments are required to kee	p all supporting document	ation		
	according to transactions listed above						
3	If a department has been notified of a pending						
	(Statewide Single Audit, audits performed by	the Office of the State Auditor, the	e Federal Government, or an	y other Audit group) need	to be kept until t	he completion	
	of the audit Completion of the Audit means resolution of A	undit requite					
		MICH PECHTS	1	1	1		
			and for conturing and viewin	a roporte			
5	All standard MMARS Reports are available of All Audit trail reports are listed on this schedu	n View Direct, an on-line system u	sed for capturing and viewir	ng reports.	in View Direct or	ne year from date	